

Printing Setup Instructions: Apple Mac

PLEASE NOTE: this procedure will only work if your Apple MAC Account Name is set to be the same as your SU Network Account name (i.e. your student number). This is to ensure that your MAC seamlessly connects with the Safecom print management system when you submit a print job from your chosen application and **you will NOT be prompted for a SU Network Account name and Password when you submit a print job.**

Example: if your Student Number is 12345678, then your Apple MAC Account Name should be 12345678 as well. You therefore may have to create an additional Apple MAC Account to allow for printing through the Safecom print management system.

*Open **System Preferences** and select **Accounts***

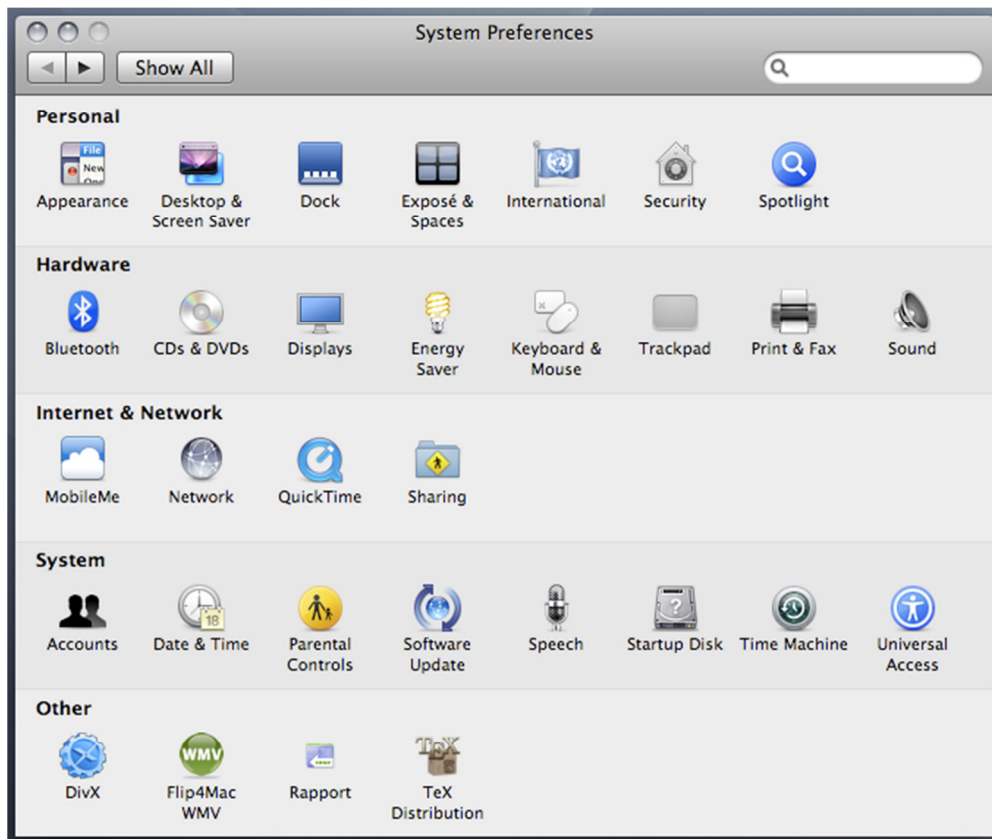


Create your student account on your Apple MAC for printing purposes by completing the dialog form below.

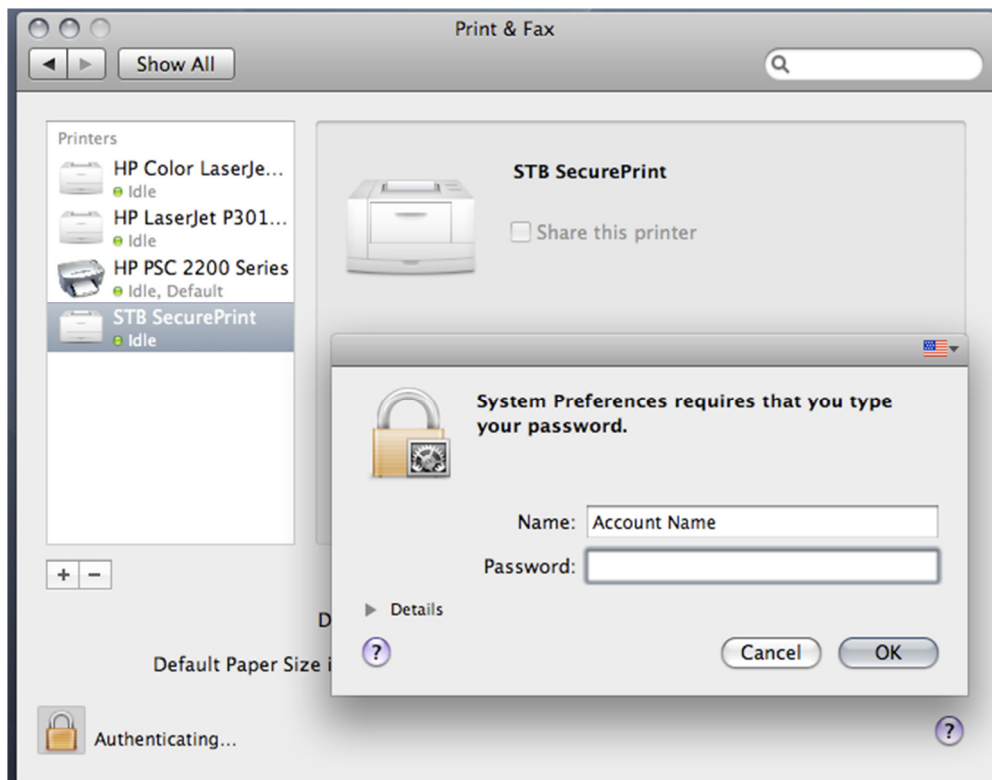
IMPORTANT: the **password** you select must be the same as your current SU Network password. You will also have to maintain this password when you change your network password in future.

A screenshot of the 'New Account' dialog box in macOS System Preferences. The dialog box has a title bar with a question mark icon. Below the title bar, there are several fields: 'New Account:' with a dropdown menu showing 'Standard'; 'Name:' with a text field containing 'Your name and surname goes here'; 'Short Name:' with a text field containing '12345678'; 'Password:' with a text field containing dots and a key icon; 'Verify:' with a text field containing dots; 'Password Hint:' with a text field containing '(Recommended)'; and a checkbox for 'Turn on FileVault protection'. At the bottom, there are two buttons: 'Cancel' and 'Create Account'.

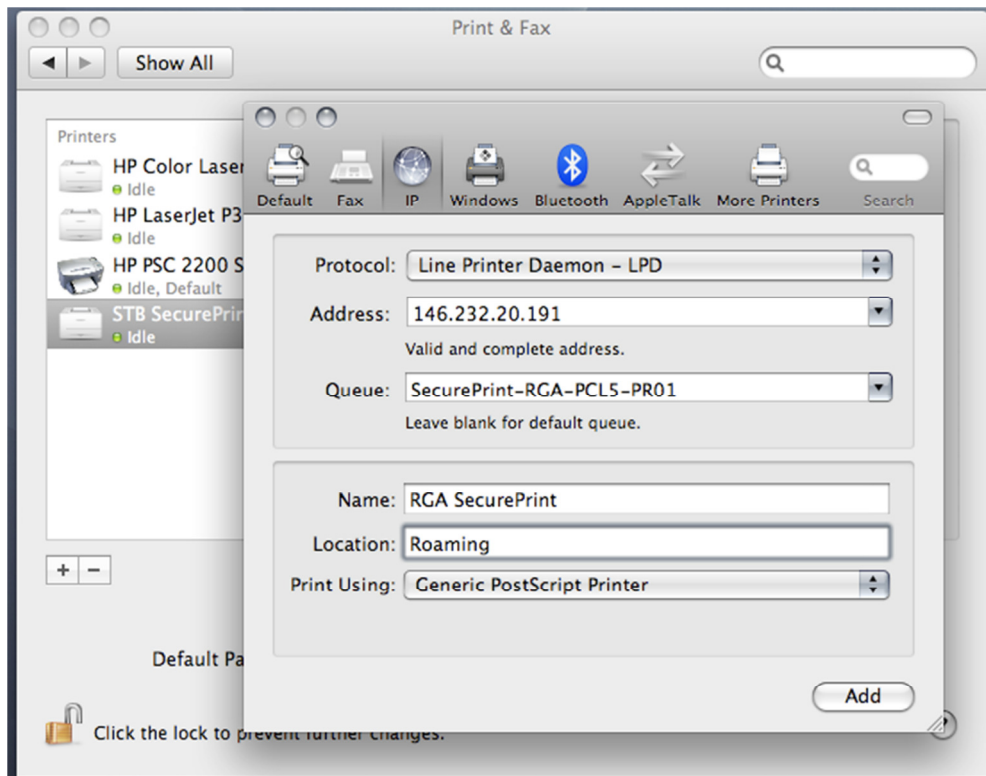
Open **System Preferences** and select **Print & Fax**



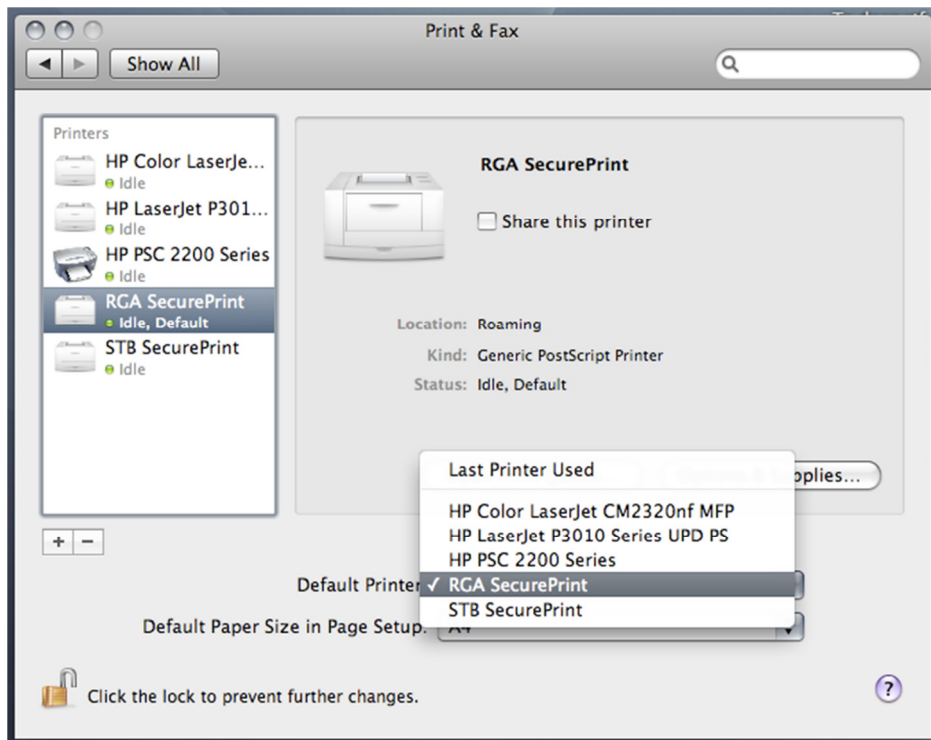
Make sure you have authenticated as the Apple MAC user with Admin privileges by clicking on the lock (left bottom).



After you have unlocked the **system admin privileges** then click on the **+** sign at the bottom of the list of printers to **Add a printer**. Complete the dialog box as shown below and click **Add**.



Ensure that the **Safecom printer queue** you have added is set to be the **default printer** on your Apple MAC.

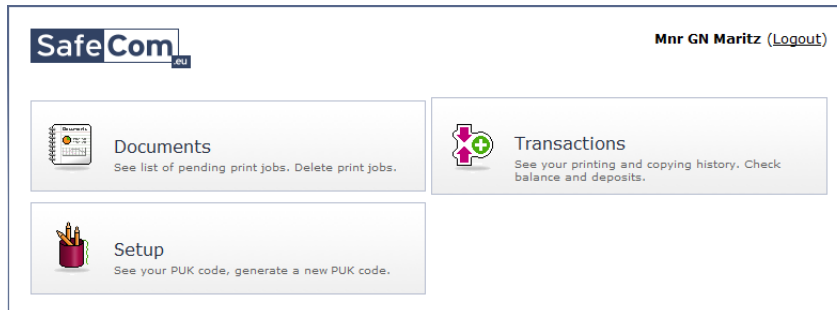


Open your browser and go to the following URL:

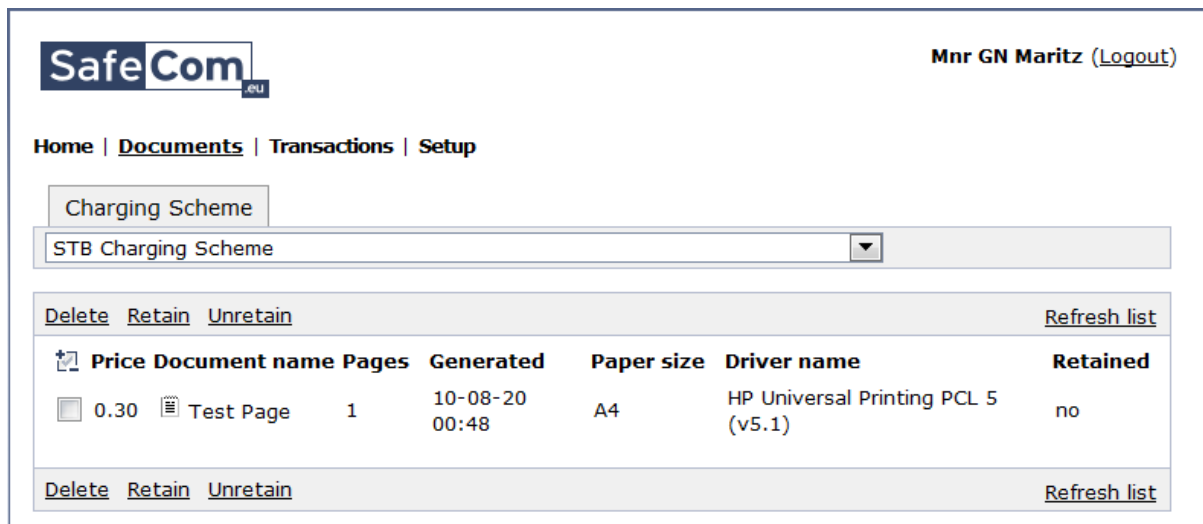
<http://rgaprint.stb.sun.ac.za/safecom/>

Log in with your student number and password.

Click on **Documents** to see a list of your pending print jobs:



You should see your test page listed:



From this screen you can manage your print jobs.

Congratulations, you have successfully set up SafeCom printing on your computer.